

STATE CONTROLLER'S OFFICE

Management Information Retrieval System (MIRS)

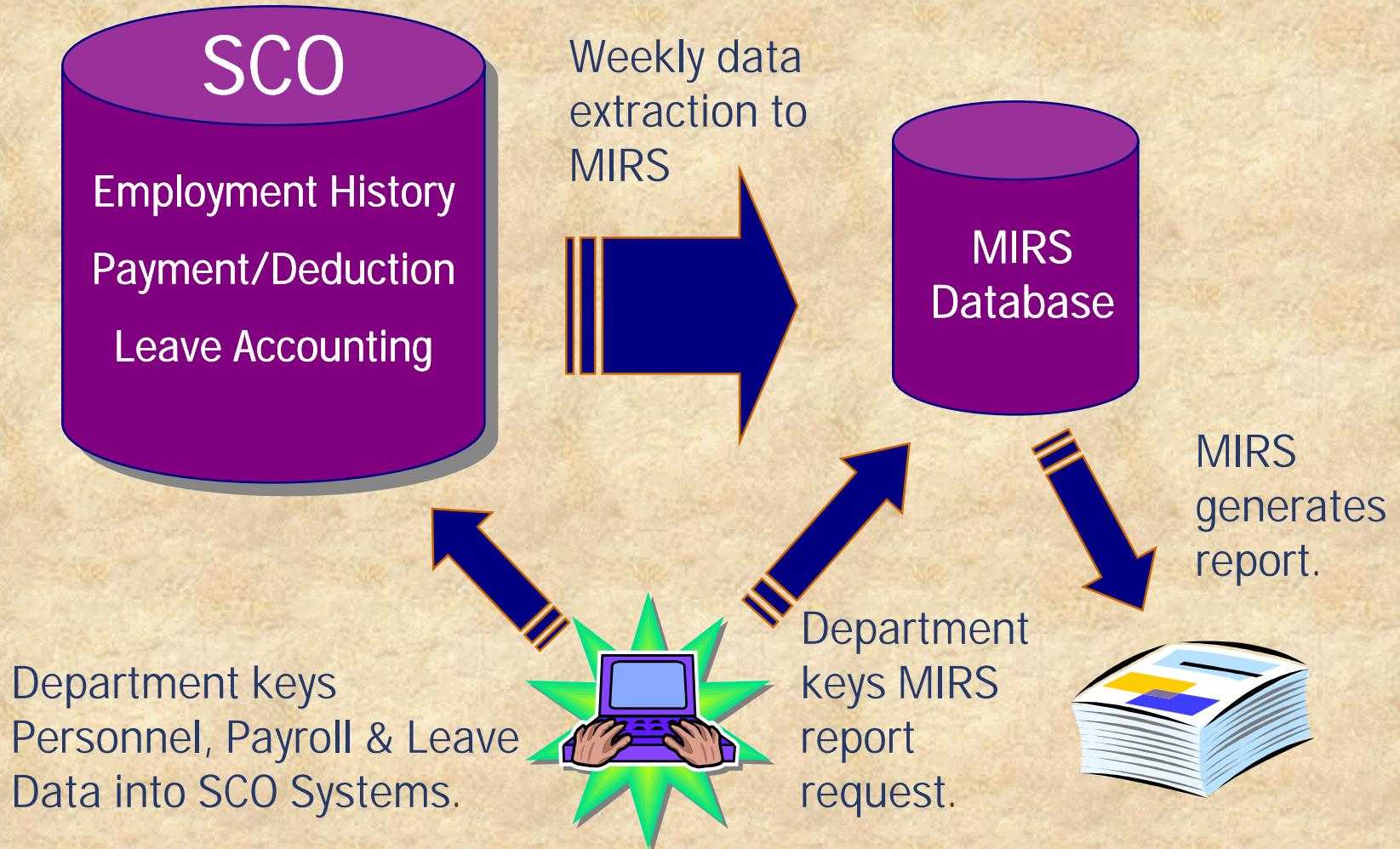
WELCOME

The following provides an overview of the MIRS and includes:

- **Process**
- **Features**
- **Files and Reports**
- **Customer Service**
- **Customer Satisfaction**
- **Monthly Costs**
- **Contacts**

We hope you find this information useful and informative.

MIRS Process



MIRS Features

- **Weekly Updates**
- **Maintained by the SCO**
 - System Enhancements & Modifications
- **Ad Hoc Reporting**
 - Offers Customer Control & Flexibility
- **Centralized Data Source**
 - Single Data Entry
- **Pre-Written Reports**
- **Downloading**
- **MIRS Web Site**

MIRS Files

- **Employment History**
- **Payment**
- **Employer Sponsored Deduction**
- **Leave Accounting**
- **Position Inventory**

MIRS Employment History (EH) File

- **Includes current EH transactions plus 24 months of transactional history.**
- **Sample Employment History Reports**
 - Collective Bargaining
 - Cost Projections
 - IDL/Worker's Comp

Collective Bargaining Report

PAGE 1

COUNT OF ACTIVE EMPLOYEES BY BARGAINING UNIT
DATA AS OF: 04/18/2003

CBID	CONFIDENTIAL	EXCLUDED	MANAGERIAL	RANK & FILE	SUPERVISORY	TOTAL
01	13	74	118	6478	1106	7789
02	1	0	2	16	1	20
04	26	3	0	1505	51	1585
07	0	0	0	43	15	58
12	0	0	0	26	5	31
14	0	0	0	27	4	31
48	0	50	0	0	0	50
97	0	5	0	0	0	5
98	0	3	0	0	0	3
99	0	12	0	0	0	12
TOTAL	40	147	120	8095	1182	9584

Cost Projections Report

PAGE 1

PROJECTED COST OF 4% SALARY INCREASE FOR FULL-TIME AND FRACTIONAL,
CONFIDENTIAL, EXCLUDED, SUPERVISORY, MANAGERIAL EMPLOYEES
DATA AS OF: 04/18/2003

UNIT	CBID	OLD SALARY	4% INCREASE	NEW SALARY
----	----	-----	-----	-----
001	S01	\$24,545.00	\$981.80	\$25,526.80
003	S01	\$18,502.00	\$740.08	\$19,242.08
004	M01	\$6,090.00	\$243.60	\$6,333.60
	S01	\$69,657.00	\$2,786.28	\$72,443.28
*TOTAL	004	\$75,747.00	\$3,029.88	\$78,776.88
006	M01	\$6,090.00	\$243.60	\$6,333.60
	S01	\$34,802.00	\$1,392.08	\$36,194.08
*TOTAL	006	\$40,892.00	\$1,635.68	\$42,527.68

IDL/Worker's Compensation Report

EMPLOYEES ON IDL OR WORKERS COMP

DATA AS OF: 04/18/2003

EMPLOYEE NAME		SSN	INJURY CODE	INJURY DATE	STATUS
-----		---	-----	-----	-----
ANDERSON, JOHN	C	111-11-1111	5	2002/07/08	ACTIVE
BETTANCOURT, CHAR	D	222-22-2222	2	2002/08/05	ACTIVE
BLAKELY, DAN		333-33-3333	5	2002/04/23	ACTIVE
DAVIS, DEBORAH		444-44-4444	5	2002/01/26	ACTIVE
DAWSON, LARRY	B	555-55-5555	2	2002/11/21	ACTIVE
LEE, MIKE		666-66-6666	5	2002/07/10	ACTIVE
OREILLY, MARY		777-77-7777	5	2002/03/02	ACTIVE
SHAFFER, KATHY	S	888-88-8888	5	2002/01/05	ACTIVE

MIRS Payment File

- Includes 24 months of payment history.
- Sample Payment Reports
 - Overtime Usage
 - Fiscal Year Expenditures

Overtime Usage Report

EMPLOYEES WORKING 40 OR MORE HOURS OF OVERTIME
DURING THE 03/2003 PAY PERIOD
DATA AS OF: 04/18/2003

UNIT NUMBER	EMPLOYEE NAME	NUMBER OF HOURS	GROSS PAY
-----	-----	-----	-----
222	ALBRIGHT, KAY D	62.00	\$1,524.93
	BLAKELY, DAPHNE C	94.25	\$2,144.66
	EAKER, SOL E	71.50	\$1,775.80
	LAUGHLIN, CRISTY	121.25	\$3,099.31
	LEE, JONATHAN	40.85	\$1,126.87
	OREILLY, PATSY	42.00	\$945.45
TOTAL: 222		528.50	\$13,044.77

Fiscal Year Expenditures Report

1

QUARTERLY EXPENDITURES FOR THE 2002/2003 FISCAL YEAR DATA AS OF: 04/18/2003

	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL
TYPE OF PAYMENT*					
REGULAR	\$748.18	\$67,280.05	\$5,725.67	\$192,600.17	\$266,354.07
ADJ REF	\$11,235.40	\$406.43	\$728.95	\$117.78	\$12,488.56
SAFETY SUPP	\$76,237.17	\$68,952.15	\$67,659.18	\$19,766.00	\$232,614.50
FULL	\$40,201.22	\$82,353.48	\$38,255.75	\$7,615.02	\$168,425.47
2/3	\$400,667.58	\$366,092.91	\$399,021.72	\$109,885.84	\$1,275,668.05
OT	\$25,112.25	\$25,710.15	\$14,520.31	\$15,237.47	\$80,580.18
VAC	\$374,033.95	\$137,484.39	\$548,947.07	\$229,786.99	\$1,290,252.40
IC	\$14,264.98	\$24,969.31	\$24,603.06	\$6,959.05	\$70,796.40
	\$177,008.65	\$184,063.67	\$151,342.87	\$26,896.11	\$539,311.30
RTIME	\$2,840,235.12	\$1,612,859.96	\$1,086,990.55	\$147,470.29	\$5,687,555.92
MIUM PAY	\$5,451.42	\$3,937.79	\$2,480.70	0	\$11,869.91
ULAR	\$115,608,076.63	\$110,884,049.18	\$109,677,719.67	\$35,716,819.28	\$371,886,664.76
TOTAL	\$119,573,272.55	\$113,458,159.47	\$112,017,995.50	\$36,473,154.00	\$381,522,581.52

INCLUDES GROSS, STATE SHARE RETIREMENT, SOCIAL SECURITY AND MEDICARE
APPLICABLE TO THE TYPE OF PAYMENT.

MIRS Employer Sponsored Deduction File

- **Includes 24 months of deduction history (Benefit Life, Flex, Health, Dental & Vision).**
- **Sample Deduction Reports**
 - Dental Coverage
 - Expenditure Tracking

Dental Coverage Report

EMPLOYEES ENROLLED IN DELTA DENTAL PLAN
DURING THE 03/2003 PAY PERIOD
DATA AS OF: 04/18/2003

POSITION NUMBER -----	EMPLOYEE NAME -----	PARTY RATE -----
222-121-3131-001	ANDERSON, PEARL C	3
222-121-3331-002	CARLSON, LIZ R	2
222-121-4455-045	BETTANCOURT, CHARLY D	3
222-121-5858-090	RICHARDS, JOHN L	1
222-222-1123-050	ROBERTS, CARL	3
222-222-1330-002	DAVIS, DANNY	1
222-222-4090-001	TRUJILLO, RICH D	2

Expenditure Tracking Report

STATE SHARE EXPENDITURES FOR THE 02/2003 AND 03/2003 PAY PERIODS

PAY PERIOD	BENEFIT	STATE SHARE
-----	-----	-----
02/2003	DENTAL	\$96,655.28
	FLEX CASH	\$35,200.00
	HEALTH	\$546,531.85
	LIFE INS	\$3,518.62
	VISION	\$18,296.13
TOTAL 02/2003		\$700,201.88
03/2003	DENTAL	\$83,004.25
	FLEX CASH	\$135,636.17
	HEALTH	\$479,395.71
	LIFE INS	\$3,493.62
	ST FLEX FEE	\$2,115.66
	VISION	\$15,257.02
TOTAL 03/2003		\$718,902.43
TOTAL		\$1,419,104.31

MIRS Leave Accounting File

- **Includes current state service and leave benefit data, plus 24 months of leave benefit transactional history.**
- **Sample Leave Accounting Reports**
 - Leave Benefit Cash Out
 - Count of Employees Who Used Sick Leave and the Total Amount of Sick Leave Hours Used in a Specified Leave Period

Leave Benefit Cash Out Report

PAGE 1

LEAVE BENEFIT CASH OUT COSTS
FOR EMPLOYEES WHO ARE AGE 55 OR OLDER
DATA AS OF: 04/18/2003

AGE	EE COUNT	BENEFIT	CASH OUT AMOUNT
---	-----	-----	-----
55	315	ANNUAL	\$630,523.13
		CTO	\$4,576.97
		HOL CR	\$115,177.49
		PH	\$24,518.12
		PLP	\$84,045.20
		VACATION	\$1,145,382.45
TOTAL FOR AGE: 55			\$2,004,223.36

Sick Leave Usage Report

PAGE 1

COUNT OF EMPLOYEES WHO USED SICK LEAVE AND
TOTAL SICK LEAVE HOURS USED FOR LEAVE PERIOD 01/2003
DATA AS OF: 04/18/2003

AGY	UNIT	CLASSIFICATION	COUNT OF EMPLOYEES	SICK LEAVE HOURS USED
---	----	-----	-----	-----
555	151	EXEC SEC I	2	19.00
		STAFF SER AN (GEN)	1	16.00
		STF SVS MGR II/SUP	1	2.00
		WORD PROC TECH	1	8.00
TOTAL FOR UNIT: 151			5	45.00

NOTE: REPORT INCLUDES LEAVE BENEFITS USED IN LIEU OF SICK LEAVE.
PERSONAL HOLIDAY 'UNIT' USED IN LIEU OF SICK LEAVE BY:
- FULL TIME OR INTERMITTENT EMPLOYEE IS CONVERTED TO 8 HOURS.
- FRACTIONAL EMPLOYEE IS CONVERTED TO ITS FRACTIONAL HOURLY EQUIVALENT.

MIRS Position Inventory File

- **Includes position inventory information from the SCO's monthly Position Roster file.**
- **Sample Position Inventory Report**
 - Listing of All Vacancies

Listing of All Vacancies Report

LISTING OF ALL VACANT POSITIONS
IN CLASS TITLE ORDER
DATA AS OF: MARCH 31, 2003

CLASS TITLE -----	POSITION NUMBER -----	AUTH TIME BASE ----
ACCOUNTANT TRAINEE	001-405-4179-001	1.00
AS INFO SYS AN/SP	001-406-1470-014	1.00
ASO ENGRG GEOLOGST	001-101-3754-090	1.00
	001-109-3754-061	1.00
ASO GOVRL PROG ANL	001-105-5393-001	1.00
	001-304-5393-001	1.00
	001-402-5393-002	1.00
	001-402-5393-005	1.00
	001-543-5393-004	.60
ASO MANGMT AUDITOR	001-544-4159-090	1.00
	001-552-4159-098	1.00
ASOC OIL&GAS ENGR	001-201-3783-009	.75
	001-201-3783-011	.75
	001-201-3783-012	.25
	001-205-3783-098	1.00
TOTAL		13.35

MIRS Common Library

- **Common Library reports have statewide application. They are pre-written and ready to execute and print at your location.**

- **Types of Common Library Reports**

- Accounting/Budget/Payroll Report
 - * Expenditure Tracking Report (COM026)
- Equal Employment Opportunity Report
 - * Ethnic and Gender Report (COM029)
- Leave Accounting Report
 - * Direct Deposit Eligibility Report (LEAVE001)
- Personnel Report
 - * State Service Credit Report (PERS001)
- Position Inventory Report
 - * Filled/Vacant Position Report (POS003)



Expenditure Tracking Report

PAGE 1

GROSS PAYMENTS AND STATE SHARE AMOUNTS FOR 01/2003 TO 03/2003

PAY PERIOD -----	DEDUCTION/ PAYMENTS -----	STATE SHARE BENEFITS -----	TOTAL PAYMENTS -----	STATE SHARE RETR -----	STATE SHARE SOC SEC -----	STATE SHARE MEDICARE -----	TOTAL -----
01/2003	AWARD	\$.00	\$50.00	\$.00	\$3.10	\$.73	53.83
	DED ADJ REF	\$.00	\$.00	\$.00	\$.00	\$.00	.00
	DENTAL	\$51,286.51	\$.00	\$.00	\$.00	\$.00	51,286.51
	DSBLTY SUPP	\$.00	\$3,009.34	\$266.68	\$190.09	\$44.46	3,510.57
	FLEX CASH	\$16,536.00	\$.00	\$.00	\$.00	\$.00	16,536.00
	HEALTH	\$340,588.52	\$.00	\$.00	\$.00	\$.00	340,588.52
	IDL FULL	\$.00	\$8,032.43	\$1,041.91	\$.00	\$.00	9,074.37
	IDL-2/3	\$.00	\$9,368.87	\$1,177.54	\$.00	\$.00	10,546.41
	L/S OT	\$.00	\$8,628.66	\$.00	\$459.48	\$107.46	9,195.60
	L/S VAC	\$.00	\$42,458.19	\$.00	\$2,255.99	\$528.92	45,243.10
	LIFE INS	\$707.28	\$.00	\$.00	\$.00	\$.00	707.28
	MISC	\$.00	\$28,980.65	\$3,161.81	\$1,780.11	\$416.06	34,338.63
	NDI	\$.00	\$7,937.99	\$.00	\$263.62	\$61.66	8,263.27
	OVERTIME	\$.00	\$85,468.69	\$.00	\$4,997.88	\$1,190.39	91,656.96
	PREMIUM PAY	\$.00	\$3,053.99	\$3,053.99	\$181.28	\$42.56	3,455.51
	REGULAR	\$.00	\$3,729,597.93	\$421,921.65	\$223,634.22	\$53,008.67	4,428,162.47
	SHIFT	\$.00	\$2,273.53	\$204.86	\$108.81	\$32.44	2,619.64
	VISION	\$10,953.42	\$.00	\$.00	\$.00	\$.00	10,953.42
TOTAL 01/2003		\$420,071.73	\$3,928,860.27	\$427,952.16	\$233,874.58	\$55,433.35	5,066,192.09

Ethnic and Gender Report

PAGE 1

ETHNIC AND GENDER BREAKDOWN BY CLASS FOR ACTIVE EMPLOYEES
DATA AS OF: 04/18/2003

CLASS TITLE	ETHNICITY	GENDER	EMPLOYEE COUNT	CLASS PERCENT
-----	-----	-----	-----	-----
A INFO SYS AN	FILIPINO	M	1	25.00
	WHITE	F	2	50.00
		M	1	25.00
TOTAL: A INFO SYS AN			4	100.00
ACCOUNTING TECH	HISPANIC	F	1	33.33
		M	1	33.33
	WHITE	M	1	33.33
TOTAL: ACCOUNTING TECH			3	100.00
ASO GOVRL PROG ANL	AMER INDIAN	F	1	5.56
	BLACK	F	2	11.11
		M	1	5.56
	OTHER	F	1	5.56
	WHITE	F	12	66.67
		M	1	5.56
TOTAL: ASO GOVRL PROG ANL			18	100.00

Direct Deposit Eligibility Report

PAGE 1

EMPLOYEES ON DIRECT DEPOSIT
THAT DO NOT MEET MINIMUM LEAVE BALANCE REQUIREMENTS
DATA AS OF: 04/18/2003

UNIT	EMPLOYEE NAME	SSN	ANN LV	CTO	EX	PLP	SL	VAC	TOTAL
----	-----	---	---	---	--	---	--	---	-----
111	ANDERSON, JUNE	411-22-3232	.00	.00	.00	.00	8.00	13.50	21.50
	BANKS, MARTHA C	512-22-4343	.00	.00	.00	.25	.00	24.00	24.25
	CASTILLO, CARLA C	513-33-4544	.00	.00	.00	.00	8.00	19.00	27.00
	GOLDSMITH, JEFFREY	511-23-4567	.00	.00	.00	.00	17.00	4.00	21.00
113	KELLY, JOHN F	633-22-9999	15.50	.00	.00	.00	.00	6.00	21.50
	RIVERA, MARTHA M	423-32-5566	11.00	.00	.00	.00	.00	.00	11.00
	SCHULTZ, MICHELLE	434-44-3344	.00	.00	.00	28.00	8.00	1.25	37.25
	SMITH, DERRICK D	622-33-7788	.00	.00	.00	.00	.00	16.00	16.00
	VASQUEZ, PAUL R	534-67-5555	.00	.00	2.50	.00	.00	2.00	4.50
112	WALTON, JONATHON	645-34-2233	.00	.00	.00	.00	8.00	22.50	30.50

State Service Credit Report

EMPLOYEES APPROACHING 20, 25, OR 40 YEARS OF STATE SERVICE
WITHIN 12 MONTHS
REPORT GENERATED ON 04/18/2003

AGY	UNIT	STATE SERVICE GROUP*	ST SVC MNS	EMPLOYEE NAME	CLASS TITLE
---	----	-----	---	-----	-----
555	111	20 YEARS	230	SMITH, DEBBRA D	TRAINING OFFICER I
			232	CASTILLO, CHRIS C	ASO GOVRL PROG ANL
		25 YEARS	288	MARTINEZ, JOE	STAFF SVS MANGERI
			291	YEE, SUN	ASO GOVRL PROG ANL
			295	WEAVER, SAN D	SUP PROG TECH III
		40 YEARS	468	ADAMS, JAS C	OF SER SUP II (GN)
				GARVEY, ROLAND	ACCT ADMIN I/SUP

* 20 YEARS = 228 TO 240 MONTHS OF STATE SERVICE
25 YEARS = 288 TO 300 MONTHS OF STATE SERVICE
40 YEARS = 468 TO 480 MONTHS OF STATE SERVICE

Filled/Vacant Position Report

STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
MANAGEMENT INFORMATION RETRIEVAL SYSTEM
FILLED/VACANT POSITION SUMMARY BY FACILITY AND CLASS TITLE
DATA AS OF: MARCH 31, 2003

PDV1103

001

FACILITY: STATE CONTROLLER'S OFFICE-PPSD

CLASS	TYPE OF	CLASS	TOTAL	EST PSNS	EST PSNS	EST PSNS
TITLE	POS	CODE	AUTHORIZED	AUTH	FILLED	VACANT
-----	----	-----	-----	----	-----	-----
ACCT I/SP		4177	2.00	2	1	1
ACCT OF/SPL		4546	2.00	2	1	1
ASO ADM ANLY AC SY		5304	1.00	1	1	0
ASO GOVRL PROG ANL		5393	2.00	2	2	0
TOTAL			7.00	7	5	2

Customer Service

- Experienced Training Staff
- Classroom Instruction
- Customized Consultations
- Phone Liaison
- System Enhancements & Maintenance Support
- MIRS Web Page



MIRS Customer Satisfaction

- **Overall Satisfaction** 97.9%
- **Program Performance** 97.2%
- **Customer Support** 99.8%
- **Communication** 98.7%
- **Training** 95.1%

MIRS Monthly Costs

- Departments with less than 1000 but more than 700 employees:
 - \$396.00
- Departments with less than 700 but more than 400 employees:
 - \$347.00
- Departments with less than 400 employees:
 - \$275.00
- Departments with 1000 or more employees:
 - \$545.00
 - \$.04 per employee
 - Actual system usage charge (CPU)



MIRS Contacts

For departments interested in converting to the MIRS or for general questions, please contact:

Joan Carda
(916) 324-7268

mirs@sco.ca.gov

Pam Geyer
(916) 322-7963

mirs@sco.ca.gov

Gina Doll
(916) 322-4897

mirs@sco.ca.gov